

## Position Requirements Document Cover Sheet

Position Number:

Classification (Title, Path-Series-Broadband): NH-xxxx-III

Duty Title:

Employing Office Location: Edwards AFB, CA

Duty Station: Edwards AFB, CA

Org Info (Agency, 1st Div, 2nd Div, etc): DoD, AF, AFMC, AFFTC,

Org &amp; Func Cd:

1st Skill : %

2nd Skill: %

3rd Skill: %

**Supervisor's Certification:** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor: (Type or Print)

Title: (Type or Print)

Signature: \_\_\_\_\_ Date: / /

Higher Supervisor or Manager: (Type or Print)

Title: (Type or Print)

Signature: \_\_\_\_\_ Date: / /

**Classification/Job Grading Certification:** I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: \_\_\_\_\_ Title: \_\_\_\_\_  
(Type or Print) (Type or Print)

Signature: \_\_\_\_\_ Date: / /

## COMMUNICATED CCAS REQUIREMENTS:

Period Covered					
Rater/Supv					
Date					
Reviewer					
Date					
Employee*					
Date					

\*Signature acknowledges receipt. It does not indicate agreement/disagreement.



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**I. MISSION/PURPOSE:**

**II. MAJOR DUTIES:** *(Identify major duties. Limit description of major duties to one page. Assign percentages and identify applicable KSAs after each duty paragraph.)*



### III. CCAS FACTORS, DISCRIMINATORS, AND DESCRIPTORS: *(These are standardized and may not be edited.)*

This is the advanced developmental/target career level of this career path. Employee plans and carries out assignments independently; conceives and defines solutions to highly complex problems; analyzes, interprets, and reports findings of projects; and guides technical and programmatic work of team members in comparable junior grades. Completed work and reports are reviewed for feasibility, compatibility with other work or effectiveness in meeting requirements or expected results.

#### Factor 1. Problem Solving

Level III

Work is timely, efficient and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

- Independently defines, directs, or leads highly challenging projects/programs. Identifies and resolves highly complex problems not susceptible to treatment by accepted methods.
- Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines.
- Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment.
- Develops plans and techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem-solving techniques to enhance existing processes.

#### Factor 2. Teamwork/Cooperation

Level III

Work is timely, efficient and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

- Works with others to accomplish complex projects/programs.
- Applies innovative approaches to resolve unusual/difficult issues significantly impacting important policies or programs. Promotes and maintains environment for cooperation and teamwork.
- Leads and guides others in formulating and executing team plans. Expertise is sought by peers.

#### Factor 3. Customer Relations

Level III

Work is timely, efficient and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

- Guides and integrates functional efforts of individuals or teams in support of customer interaction. Seeks innovative approaches to satisfy customers.
- Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to programs/projects.
- Interacts independently and proactively with customers to identify and define complex/difficult problems and to develop and implement strategies or techniques for resolving program/project problems (e.g., determining priorities and resolving conflict among customers' requirements).

#### Factor 4. Leadership/Supervision

Level III

Work is timely, efficient and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

- Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance.
- Defines, organizes, and assigns activities to accomplish project/program goals. Guides, motivates, and oversees the activities of individuals and teams with focus on project/program issues.
- Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.

#### Factor 5. Communication

Level III

Work is timely, efficient and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.



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- Communicates project or program results to all levels, internally and externally.
  - Reviews and approves, or is a major contributor to/lead author of, management reports or contractual documents for external distribution. Provides inputs to policies.
  - Presents briefings to obtain consensus/approval.

**Factor 6. Resource Management****Level III**

Work is timely, efficient and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

- Plans and allocates resources to accomplish multiple project/programs.
- Identifies and optimizes resources to accomplish multiple project/program goals.
- Effectively accomplishes multiple project/program goals within established guidelines.

**IV. RECRUITMENT KNOWLEDGE, SKILLS AND ABILITIES** *(Identify 4 to 6 KSAs):*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.



**V. OTHER SIGNIFICANT FACTS:** The checked items below apply to this position:

☐ **Career Program ID:** \_\_\_\_\_ **Type:** \_\_\_\_\_

☐ **Subject to Drug Testing Statement**

This position has been designated for drug testing. Its incumbent is subject to random urinalysis testing as a condition of employment.

\_\_\_\_ Tier 1 \_\_\_\_ Tier 1 (SCI) \_\_\_\_ Tier 2

☐ **"Key" Statement**

This is a Key Position. Incumbents must be removed from their military recall status if alternatives for filling the position during an emergency are not available.

☐ **Child Care/Youth Services Statement:** This position is a child care/youth services position subject to background checks in accordance with Public Law (PL) 101-647. This is a condition of employment.

*(DIN JPP will be coded with a 4 which indicates a Child Care Background check is required.)*

☐ **Financial Disclosure Statement:**

Employee must, within 30 days of assuming this position and by 31 October annually thereafter, file an SF-450, "Confidential Financial Disclosure Report." Employee is required to attend annual ethics and procurement integrity training. *(DIN SAJ will be coded AA if required.)*

☐ **APDP Statement:**

☐ This position is designated a **NON-CRITICAL** APDP position.

Function: \_\_\_\_\_ Level Required: \_\_\_\_\_

☐ This position is designated a **CRITICAL** APDP position.

Function: \_\_\_\_\_ Level Required: \_\_\_\_\_

This is a Critical Acquisition Position. Unless specifically waived by the appropriate Component official, (i.e., the Director of Acquisition Executive, or the Service Secretary) or if the employee is "grandfathered" under 10 USC 1736(c)(1), the following are statutorily mandated requirements (Reference: 10 USC 1733 and 1737):

- (1) Selectee must be a member of an Acquisition Corps at the time of appointment;
- (2) Selectee must execute, as a condition of appointment, a written agreement to remain in Federal service in this position for at least three years. In signing such agreement, the employee does not forfeit any employment rights, nor does such an agreement alter any other terms or conditions of employment.

☐ **Commercial Drivers License Requirement:** This is a condition of employment.

*(DIN Y10 will be coded Y if required.)*

☐ **Environmental Duty Pay or Hazardous Pay Differential Situation**

☐ **Physical Required:** This is a condition of employment. *(State reason such as: Due to heavy lifting; extended periods of standing, stooping, kneeling, etc.)*

☐ **Subject to Temporary Duty Assignments (TDY):** Approximately \_\_\_\_\_ days per year.

☐ **Other:** Explain:

**Supv Level:**

**Job Share:**

**Sensitivity:**

**Target Broadband Level:**

**Emergency Ess:**

**Key Position:**

**Reason for Submission:**

**Remarks:**

**BUS Code:**

**Comp Level:**

**FLSA:**

**Drug Test:**

**OPM Functions Code:**

**Mobility:**

**Previous PD Number:**